

A Comparison of Today's Processes to Tomorrow's for Employees



Today,

- Leave and Earnings Statements are printed in NASA's format and put in interoffice mail
- The use of Employee Express to make employee-related changes is an option.

Under FPPS,

- Leave and Earnings Statements will be in DOI's format, and will be mailed to the employee's home or designated address
- It will be a mandatory requirement for employees to access Employee Express to make changes/updates to home address, direct deposits, Federal Employee Health (FEHB) benefits, federal and state tax, FEHB Premium Conversion, financial allotment, TSP, and savings bonds

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Today,

- HR and the Requesting Office (Managers, Administrative Officers, and secretaries) make changes to SF 52/50s, which are processed manually.
- NPPS allowed 2 voluntary allotments
- Employment verifications is a manual process, which is split between HR and Payroll
- Lump sum leave payments occur in 1 pay period after the end of service
- NPPS allowed awards to be made in less than whole dollars
- All leave categories are recorded in hh.mm format on the NASA Leave and Earnings Statement (e.g., 8.30 = 8 hours 30 minutes)

Under FPPS,

- HR and the Requesting Office will process SF 52/50s electronically
- FPPS will allow 16 voluntary and 4 discretionary allotments
- Employee verification can be initiated by the employee through Employee Express or the Work Number website
- Lump sum leave payments occur in 2 pay periods
- Awards can only be made in whole dollars
- All leave categories will be recorded in hours and fractions of hours format on the DOI Leave and Earnings Statement (E.g., 8.5 = 8 hours 30 minutes)

- Employees should save their last Leave and Earnings statement before the transition to DOI on August 8th, as a record of their NASA-tracked cumulative retirement information. (NASA Payroll will save them as well.) NASA will send all NASA-tracked retirement data to OPM. DOI will only track and provide information on DOI-tracked retirement data.
- Forfeited comp time extensions must be submitted by managers no later than July 16.
 - Comp time that expires after that date should be extended no later than July 30th.
- DOI uses the ALLTAX program for tax computations, and the change to this program may change tax computations slightly
 - The ALLTAX program is more up-to-date than NPPS on recent tax regulation changes
- Employees will receive two W-2's for 2004. One generated by NASA and the other from DOI for the respective timeframes.
- For FICA and TSP, we are converting the YTD FICA amounts to ensure withholding stops if YTD limits are met
- Year-to-date money columns on the DOI Leave and Earnings statement will only display information for August through December.
- The Year-to-date leave columns for Annual Leave, Sick Leave, Military Leave, LWOP, and AWOL will show the entire year's YTD
- The Year-to-date leave columns for Credit time, Comp time, Religious Comp time (used or earned), Restored Annual Leave, and Time Off will only show August to date